

**DRINKING WATER STATE REVOLVING LOAN FUND  
QUARTERLY REPORT**

**For Quarter Ending:\_\_\_\_\_ (date)\_\_\_\_\_**

Client Name: \_\_\_\_\_

Contract Number\_\_\_\_\_Project Title \_\_\_\_\_

Contact Person\_\_\_\_\_Email\_\_\_\_\_Phone\_\_\_\_\_

**Project Scope of Work Timelines**

Deadline for Contract project completion and closeout \_\_\_\_\_

Please contact your Client Service Representative as soon as possible if the above Contract project completion date cannot be met.

**Project Activity Status To Date**

	Start Date	Completion Date
Cultural/Historical Review		
Planning		
Design/Engineering		
Right of Way		
System Acquisition		
Environmental Review		
Permits Obtained		
Bid Docs Prepared		
Construction Contract Awarded		
Construction Started		
Project In Use		

Please estimate the overall project progress to date (check one):

0% ☐ 10% ☐ 20% ☐ 30% ☐ 40% ☐ 50% ☐ 60% ☐ 70% ☐ 80% ☐ 90% ☐

**Comments/Changes**

1. Please describe the project progress over the last three months:

2. Describe (if any) issues or difficulties encountered over the last three months:

a) Does the Contract project scope of work need to be revised (check here): ☐

3. Project is complete, please send closeout report (check here): ☐

**Please submit Quarterly Report by:     \_\_/\_\_/\_\_**

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QUARTERLY REPORT**

**For Quarter Ending: \_\_\_\_\_ (date) \_\_\_\_\_**

**MINORITY AND WOMEN BUSINESS ENTERPRISES (WMBE) AND SMALL BUSINESS  
IN RURAL AREAS (SBRA) REPORTING**

Client Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Did you follow the steps identified in ATTACHMENT IV of the loan agreement? (Y/N) \_\_\_\_\_

Did you award any contracts this quarter? (Y/N) \_\_\_\_\_

If yes, what was the total amount of contracts awarded? \$ \_\_\_\_\_

	Contract Total	Contract Award Date	Name of Business	Address
Minority Owned Business				
Women Owned Business				
Small Business in Rural Areas				

Quarterly reports can be completed online: [http://www.pwb.wa.gov/qrt\\_DWSRF.asp](http://www.pwb.wa.gov/qrt_DWSRF.asp)

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